



MEMORANDUM

Date: June 4, 2026

To: Honorable Mayor and Commissioners

Via: Brian Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 26-5383 – Awarding RFP #26-009 to Terta Tech, Inc to provide Monitoring of Debris Removal and Related Services for the City of Key West, Florida; Authorizing the City Manager, or designee, to negotiate and execute a contract with Terta Tech, Inc for an initial term of three (3) years, commencing upon execution, and to execute any related documents, administrative actions, budget transfers / adjustments or contract modifications necessary for implementation of the contract, upon consent of the City Attorney**

Introduction

Staff recommends that the Mayor and City Commission adopt a resolution authorizing the City Manager, or designee, to enter into negotiations with Tetra Tech, Inc. for the services described in Request for Proposals (RFP) No. 26-009 – Monitoring of Debris Removal and Related Services, and, upon successful completion of those negotiations, execute an agreement in a form approved by the City Attorney.

This recommendation follows the completion of a publicly advertised competitive solicitation process. In response to the solicitation, the City received one proposal, which was submitted by Tetra Tech, Inc. The proposal was reviewed, evaluated, scored, and ranked by the City's Selection Committee in accordance with the evaluation criteria set forth in the solicitation.

Based on the proposal submitted, the Committee's evaluation, and the City's anticipated operational, documentation, compliance, and reimbursement needs for debris monitoring services, staff has determined that Tetra Tech, Inc. is responsive to the solicitation requirements and possesses the qualifications, experience, and technical capacity necessary to provide the requested services.

Proceeding with negotiations is in the best interest of the City due to the firm's demonstrated experience, qualifications, technical approach, ability to mobilize, and knowledge of FEMA Public Assistance requirements, debris monitoring operations, data management, field documentation, and disaster recovery reimbursement processes.

Background

On April 22, 2026, the City of Key West publicly advertised Request for Proposals No. 26-009 – Monitoring of Debris Removal and Related Services on DemandStar, the City's online solicitation platform used to broadcast competitive procurement opportunities to the public. The City also advertised the solicitation in The Key West Citizen.

The solicitation established a proposal submission deadline of May 12, 2026, at 3:00 p.m. local time. Following the proposal deadline, the City Clerk's Office publicly opened and recorded all proposals received by the City within the required submittal timeframe.

RFP No. 26-009 was issued to solicit proposals from experienced and qualified professional firms to provide independent monitoring, oversight, documentation, quality control, and compliance support services related to debris removal operations. The services requested include, but are not limited to, field monitoring, load ticket verification, truck certification, debris site monitoring, data management, quality assurance and quality control, FEMA reimbursement support, reporting, and coordination with local, state, and federal agencies.

The RFP further provides that the resulting contract may be funded, in whole or in part, with federal disaster assistance funds, including funding provided through the Federal Emergency Management Agency Public Assistance Program, and is therefore subject to applicable federal procurement, documentation, audit, and contract requirements, including 2 CFR Part 200 and applicable FEMA contract provisions.

Following the proposal opening, the City convened a Selection Committee to review, evaluate, score, and rank the proposals in accordance with the evaluation criteria outlined in the RFP. The evaluation criteria included hourly rates, qualifications and experience, technical approach/operations plan, and financial stability.

During the evaluation meeting, the Selection Committee reviewed the submitted proposals and scored each proposal based on the published criteria in the solicitation document. After review, discussion, and evaluation, the Selection Committee reached a consensus that Tetra Tech, Inc. was the highest-ranked proposer and that its proposal best satisfied the City's needs for professional debris monitoring and related disaster recovery support services.

The evaluation meeting minutes are attached to Legistar File ID: 26-5383.

Procurement

RFP No. 26-009 was issued as a competitive procurement for Monitoring of Debris Removal and Related Services in order to establish a qualified professional consultant capable of providing independent oversight and documentation of debris removal operations following a declared or anticipated emergency event.

The procurement process was conducted through public advertisement, receipt of sealed proposals, public opening by the City Clerk's Office, and evaluation by a Selection Committee in accordance with the requirements and evaluation methodology established in the solicitation document. The RFP was structured to ensure full and open competition and to support compliance with applicable City procurement requirements, FEMA Public Assistance requirements, and federal procurement standards applicable to contracts funded in whole or in part with federal disaster assistance funds.

The purpose of this solicitation is to ensure that the City has an experienced debris monitoring consultant available to assist with disaster response and recovery activities, while also protecting the City's eligibility for reimbursement. Debris monitoring services are a critical component of disaster recovery because they provide the documentation necessary to verify eligible work, validate debris quantities, support contractor invoice review, maintain audit-ready records, and demonstrate compliance with FEMA, state, and local requirements.

The selected consultant will be expected to provide services that may include, but are not limited to, field monitoring, collection monitoring, tower monitoring, truck certification, temporary debris storage and reduction site monitoring, load ticket management, hazardous tree and limb documentation, marine debris monitoring, private property debris removal documentation, data management, GIS support, invoice reconciliation, FEMA reimbursement support, reporting, and closeout assistance.

The Selection Committee evaluated the proposals based on the published criteria included in the RFP, including hourly rates, qualifications and experience, technical approach and operations plan, and financial stability. Based on the Committee's review, scoring, and ranking, Tetra Tech, Inc. was determined to be the highest-ranked proposer.

Authorization to enter into negotiations does not, by itself, create a binding agreement or financial obligation. Instead, it authorizes the City Manager, or designee, to negotiate final terms, conditions, scope, pricing, required insurance, FEMA and federal grant compliance provisions, records retention requirements, invoicing requirements, task order procedures, and any additional contract terms deemed necessary to protect the City's interests. Any resulting agreement shall be subject to review and approval by the City Attorney for legal sufficiency prior to execution.

The initial contract term contemplated under the RFP is three years, commencing upon execution, with any renewal, modification, or extension subject to the terms of the final negotiated agreement and applicable City approval requirements.

To the extent services are activated under the final agreement, costs would be incurred only when services are requested and authorized by the City in accordance with the contract, purchase order, task order, or other approved written authorization. Depending on the nature of the emergency, declared event, and funding source, eligible costs may be submitted for reimbursement through FEMA Public Assistance, the Federal Highway Administration Emergency Relief Program, State of Florida disaster recovery programs, or other applicable funding sources. The final agreement will be structured to support applicable procurement, documentation, invoicing, audit, record retention, and grant compliance requirements necessary to preserve potential reimbursement eligibility.

Recommendation

Staff recommends that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to enter into negotiations with Tetra Tech, Inc., the highest-ranked proposer under RFP No. 26-009 – Monitoring of Debris Removal and Related Services, and, upon successful completion of those negotiations, execute an agreement in a form approved by the City Attorney.

This recommendation is based on the completed competitive solicitation process, the evaluation and ranking conducted by the Selection Committee, and staff's determination that Tetra Tech, Inc. is the proposer best qualified to meet the City's debris monitoring, documentation, compliance, and disaster recovery support needs.

Establishing this agreement is in the best interest of the City because it will provide the City with access to qualified professional debris monitoring services before, during, and after a disaster event; improve operational readiness; support accurate field documentation and invoice verification; assist with FEMA and state reimbursement requirements; and help ensure that debris removal activities are monitored and

documented in a manner consistent with applicable procurement, grant funding, and disaster recovery requirements.